

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD ((RM-FAESR) INSTRUCTIONS

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
 2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
 3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
 4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
 5. **Location /site:** Enter physical address or location of project.
 6. **Category:** Enter category of work, if known.
 7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
 8. **Description of work performed:** Briefly describe the type of work that was performed.
- * **Type of Equipment:** Enter a brief description of the equipment, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, e.g., Ditch Witch.
 - * **FEMA Code:** Enter the FEMA cost code for the equipment.
 - * **Operator's Name:** Enter the equipment operator's name.
 - * **Date/Hours Used:** Enter the date and hours the equipment was used on the project.
 - * **Total Hours:** Enter total hours equipment was in use.
 - * **Equipment Rate:** Enter the hourly cost to use the equipment.
 - * **Total Cost:** Multiply the number in the Total Hours block by the number in the Equipment Rate block and enter the result here.
 - * **Grand Totals:** Add the number in the Total Hours Blocks and Total Cost blocks, and enter the results here.